

Facilitators Chat Sheet

April 2008



ADOT Partnering Office

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<http://www.azdot.gov/ccpartnerships/Partnering>

Workshop Reminders	2
Call to Action	2
Facilitator Information	2
Acronyms	3
Education	3
Acknowledgements	4
ADOT in the News	4/5

Workshop Reminders

There are six projects being considered for award on Friday, April 18 at the Transportation Board meeting. <http://www.azdot.gov/Highways/cns/index.asp> State Board Project, choose Agendas, 2008, from menu to view the April construction contracts.

Call to Action

Attention facilitators; the following action is specifically for construction workshops. We need you to ask the team if the following should be added to the teams goals on their PEP. Environmental mitigation measures such as SWPPP or dust control. This would be up to the team but by asking we can assist the team to consider this important area.

Facilitator Information

Issue Resolution Basics

Possibly the most important segment of the partnering process is to have a well defined Issue Resolution Procedure in place to resolve daily problems or issues before they delay project progress or cause delays in operations. Over 90% of the problems can be solved at the project level. The rules of Issue Resolution are:

- Issues should try to be resolved at the project level
- Unresolved problems are to be escalated to the next level in a timely manner.
- No "leapfrogging" up the authority ladder.
- Ignoring the problem or "no decision" is not acceptable.
- No individual is expected to make a decision they are uncomfortable with, escalate it upwards.

Please direct all workshop related correspondence and questions to Michael Carter at (602) 712-7167.

Workshop and Intro to Partnering Class Decision

In March the question of crediting attendance for the Introduction to Partnering Class after an employee attends a certain number of Partnering Construction Workshops was brought to our attention.

The Original question was: After an ADOT employee attends a set or certain number of Partnering Construction Workshops should we allow attendance credit for the Introduction to Partnering Class?

Partnering received 15 responses from instructors, facilitators and RE's, the overwhelming decision is that it is still very important for employees to attend the class regardless of how many workshops they have attended. Samples of the responses are highlighted below. In addition and as an FYI, we are in the process of redesigning some of our Partnering classes to e-learning. This means that employees will take an online course (approximately one hour) before attending the class. The benefit is that during the actual class time there will be less presentation and more interaction among the attendees.

1. "... Partnering workshops really don't teach the theory behind Partnering. The project specific goal was to kick-off the construction project and form a team. If the participants do not have the theory and history as well as an understanding of all of the components of partnering (as they are intended to be), they will not be able to be the type of partner needed..."

2. "The class covers the following and most workshops do not cover in the appropriate manner";

- The history of how/why ADOT and the industry began Partnering in the first place and how it has evolved
- PEP and how it is supposed to be done and used as a tool for the team/project
- The issue resolution process, why it exists
- Challenges for inspectors and their role as educators for others including contractor personnel
- Information on the role and responsibilities of the Partnering champions
- The opportunity to learn about various projects where Partnering has/has not worked and why

3. "Most people attending Partnering meetings now have been so many times that I've noticed both the facilitator and the whole group prefer to get to the issues and greatly condense the Partnering principles portion of the meeting".

Thank you for your support and please share this information with others as appropriate.

Acronyms

ARPA	Archaeological Resources Protection Act
ATSPT	Arizona Tribal Strategic Partnering Team est. 1999
ACIA	Arizona Commission of Indian Affairs
BIADOT	Bureau of Indian Affairs – Dept of Transportation
ITCA	Inter Tribal Council of Arizona
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
NAGPRA	Native American Graves Protection and Repatriation Act
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
RTC	Regional Transportation Commission
SHS	State Highway System – 6,801 route miles of roadway
THPO	Tribal Historic Preservation Offices

Education and Events

Partnering Classes at HRDC - 1130 N. 22nd Ave, Phx. AZ 85009 Contact Michelle Fink at 602-712- 8224 for more information and to reserve your seat for the classes.

http://www.azdot.gov/Inside_ADOT/Training/OED/map.asp

Conducting a Partnering Workshop class is **April 29 & 30** from 8:00 - 4:30 at HRDC.

Introduction to Partnering class is **May 6** from 8:00- 12:00 at HRDC.

How to Make Partnering Work in the Field is **May 21** from 8:00- 4:30 at HRDC.

Leaders Guide to Issue Resolution class will be on **June 17** from 8:00 - 4:30 at HRDC.

Patty Stansfield, the new Partnering Training Officer, will be coordinating the transition of Partnering class materials with the current trainers to update the class workbooks. The E-learning module of Introduction to Partnering class is in the second phase of recording and will be tested on CCP soon.

The Partnering Consultant Meeting will be held on **May 15, 2008**, from 9:00 to 3:00 at HRDC.

ADOT Partnering Facilitator's Network (APFN) meeting will be held on **May 20, 2008**, from 10:00 to 2:00 at HRDC.

Partnering Advisory Council (PAC) meeting will be on **June 10, 2008** from 9:00 – 12:00 at HRDC.

The District Champion annual meeting will be held on **June 12, 2008** from 10:00- 2:00 at HRDC.

Next Facilitator Training Classes offered by ADOT at HRDC for ADOT employees:

- Role of the Facilitator – **May 7 - 8, 2008**
- Skills of a Facilitator – **June 2 - 6, 2008**

An excellent opportunity to learn from seasoned facilitators all the tips and tricks of facilitating a meeting. This is 8 full days of intense training, please get your supervisors approval before signing up.

Contact Judy Barrette: jbarrette@azdot.gov or call 602-712-4262, RSVP soon, seating is limited to 12.

News & Events

The Arizona Tribal Strategic Partnering Team (ATSPT) builds relationships among state, tribal, federal and local governments to develop strategies that address state and tribal transportation issues. ATSPT will hold the 2008 Tribal Transportation Forum and Safety Summit on **May 13, 14 and 15, 2008** at the Francisco Grande Hotel & Golf Resort in Casa Grande, AZ. ADOT Director, Victor Mendez will provide the Welcome and Opening Remarks and will be the keynote speaker on May 14.

The Arizona Tribal Strategic Partnering Team (ATSPT) is a tribal coordination effort initiated in June 1999 through the efforts of the ADOT Transportation Planning Division, ADOT Civil Rights Office and ADOT Partnering Section. ATSPT's purpose is to bring together representatives from state, tribal, federal and local governments and/or agencies to discuss state-tribal related transportation issues and to develop inter-agency forums through which those issues can be addressed. The ATSPT meets on a quarterly basis with meeting discussions being documented and distributed to participating agency and tribal representatives and to key officials within ADOT and the COGs/MPOs.

For more information about the ATSPT or the Safety Summit, visit their website at www.aztribaltransportation.com

Annual Partnering Awards

The 3rd Annual Arizona Transportation Partnering Award applications will soon be available. There are informational flyers available at the Partnering Office and you all are encouraged to let high performing teams know that a chance to have their partnering efforts recognized with this prestigious award is available to them. Categories are Construction: Roadway (<\$5M; \$5M-\$25M; >\$25M), Other Transportation Infrastructure (<\$5M; \$5M-\$25M; >\$25M), Non-Construction: Development/Design and General Partnerships. The award is sponsored by ADOT, AGC and ACEC and applications will be available on their websites mid-May. Applications are due by August 29, 2008.

Contact Linda Peterson at 602-712-7555 for award information or to receive flyers to take to your teams.

Acknowledgements

The Partnering Office would like to thank **Carla Carter, Debra Drecksel, Fil Chavez, Joy Keller-Weidman, Gloria Sandvick and Russ Hansen** for their dedication to developing public partnerships such as BLM, City of Mesa and Tempe, Tonto National Forest, and the ATSPT and Navajo Partnerships over the past years. These public partnerships are slowly transitioning over to Bonnie and Evonne in order to comply with mandates by the Governors Office.

ADOT in the News

[ADOT Seeks Public Input at Community Workshops across Arizona](#)

The Arizona Department of Transportation (ADOT) and local/regional partners are hosting a series of community workshops in late March and early April across the state to solicit public input on a long-range vision for the future of transportation in Arizona. This statewide transportation planning process looks ahead to the year 2050 and is also known as **"Building a Quality Arizona."**

For purposes of study, the state has been divided into four regions. Regional Framework Studies kicked off earlier this year for Northern, Western, Central and Eastern Arizona. The first phase of the year-long Framework Planning Process focuses on "Existing Conditions and Issues Identification." The Communities will be asked: "What is your vision of the future of Arizona and your region?" and "Based on what you think the future holds, what are the transportation needs for your region?"

The Community Workshops are designed to encourage local communities to hear information about the process, review the work to date, and provide input, according to ADOT officials. All workshops are open to the public.

ADOT is partnering with local and regional planning organizations across the state such as local councils of government and metropolitan planning organizations, as well as tribal communities, the business/development community, and the environmental/conservation community to ensure the true statewide collaboration that is necessary to make this effort a success.

Community Workshops will be held in Kingman, Quartzsite, Yuma, Prescott, Flagstaff, Window Rock, Florence, Globe, Show Low, Sierra Vista, Safford and Nogales. For more information on Community Workshops near you or general information about the study, please visit www.bqaz.gov.

ADOT says the Framework process is a unique and unprecedented way of looking at transportation planning because:

- The Framework Process looks farther into the future than ever before. Traditional planning time frames are about 20 years. This process looks out to 2050.
- Most planning processes are cost-constrained, meaning that they look at the dollars available and then try to fit transportation improvements within those dollars. This process is not cost constrained, but instead considers what is needed in the future.
- This statewide process is unprecedented in the United States because it will examine transportation in the context of community and economic development. This is important to communities at the local level because it is an opportunity to look ahead at community and economic development patterns, and the desires of local and regional communities in terms of growth and development and to make smart choices about the future.
- The Regional Framework Studies will be compiled in early 2009 into a Statewide Planning Framework that truly reflects the desires and growth trends at the local level.

Thank you for your continued commitment to and support of the Partnering Principles and to our stakeholders. Partnering Consultant/Facilitators and Champions – Your feedback is important to us. We want to hear those comments! *Feedback related to the Chat Sheet can be emailed to mfink@azdot.gov*

Partnering –The way ADOT does business

